

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5186

**TITLE:** ENVIRONMENTAL SERVICES DIRECTOR

**GRADE:** S-31

**DEFINITION:**

Under direction, to manage and direct the Environmental Services Program for the County which includes analytical testing and monitoring for wastewater treatment plants, streams and estuary surveillance programs, administration of the County Pretreatment Program, hazardous and toxic waste control programs, water quality issues and special projects relating to County environmental impact; and to do related work.

**TYPICAL TASKS:**

Plans, directs and supervises the administration of Environmental Services;  
Serves as senior technical advisor and agency spokesperson to staff, government officials, peer groups, industry and the public on issues of environmental concern;  
Ensures the analytical integrity of all data produced at a quantitative level;  
Initiates scientific programs in all areas of environmental concern;  
Provides direction to staff engaged in laboratory analysis by wet and instrumental methods and industrial waste management;  
Directs and manages air pollution monitoring, toxics monitoring, contract services, the Laboratory Management Information System (LIMS), ecosystem evaluation, and the pretreatment control program;  
Evaluates equipment needs and investigates new analytical equipment;  
Ensures compliance with Federal, State and County procedures and regulations;  
Coordinates environmental issues with other divisions in Public Works as well as other County and external agencies;  
Reviews and refines new procedures for testing, inspections and data handling;  
Conducts staff meetings;  
Aids in the development and preparation of the annual budget;  
Promotes safety awareness and enforces safety procedures;  
Prepares correspondence and reports;  
Represents department in court;  
Gives oral presentations on environmental issues;  
Evaluates all personnel on a regular basis to ensure the continuance of high standards in environmental testing.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and techniques of theoretical and applied chemistry, biochemistry, microbiology, waste management, operation of analytical instrumentation and sanitary engineering;  
Extensive knowledge of pertinent Federal, State and County procedures and regulations and the ability to ensure compliance;

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Page 2

Knowledge of wastewater treatment plant design and construction as well as operating principles; ability to manage and direct staff;

Ability to readily discuss a spectrum of environmental issues at any time;

Ability to recognize the need for new or revised test methods or equipment;

Ability to deal effectively both verbally and in writing;

Ability to evaluate and compose financial and administrative documents;

Ability to compose detailed scientific reports.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to graduation from an accredited college or a university with a degree in chemistry, biology, or sanitary engineering with at least six years of increasingly responsible experience in environmental monitoring, toxics control and water quality issues. Two years of the required experience should be in a supervisory or managerial capacity.

REGRADED: November 11, 2001

REVISED: July 27, 1987

ESTABLISHED: July 1977